

Records & Archives Mgt Committee

July 20, 2007

2:00 pm

J.V. Fletcher Library

Mary Atwood Room

Minutes

Present were Ginny Moore, Chair, Jane Hinckley, Sandy Martinez, and Kaari Mai Tari

NHPRC Grant Proposals

Members discussed the application of the two NHPRC grants to the CPA grant funded indexing projects that we are seeking to offset. Based on the correspondence from Daniel Stokes, Program Officer, our project would need to be modified and expanded. Before we pursue the detailed processing grant, we need to satisfy the general processing requirements of cataloguing to library MARC and EAD standards. It is unclear whether the town archives are of national research interest, though the tin box archives might be worth pursuing for the Basic Projects grant.

Document Management

Ginny explained that Cataloging is the process of creating a general description of a collection for reference and indexing is the process of creating a tool to find specific data or files.

Following some discussion, it became clear that we need to look at the overall picture of what categories of files departments have and how they are stored. We need to involve Chris McClure in a discussion of how to get all departments using the same system of identifying files and decide who should determine what that record identifier should be. Once the departmental record flow charts are in place, we need to step back and look at our records management policy/guidelines to be sure that we develop a document management system that is easy to implement on the departmental level and sustainable in an archives setting.

Action Items

- K. Tari will invite IT Director Chris McClure to a meeting on July 27th at 2:30pm in the Mary Atwood Room.
- K. Tari will share the Records disposition schedules for municipal departments with S. Martinez. (<http://www.sec.state.ma.us/arc/arcrmu/rmurds/rdsmds.htm>).

The business meeting concluded at 3:30pm.

The work session at the Town Clerk's Office was cancelled.

Next Meeting will be held on Friday, July 27, 2007, 2:30pm at the J.V. Fletcher Library.